



FAIRFAX CITY CONNECTED CARE

SCHOOL-AGE CHILD CARE & VIRTUAL LEARNING CENTER



PARENT HANDBOOK 2020

Operated By:



In Partnership with:



www.fairfaxva.gov/connectedcare

Letter from City of Fairfax Parks and Recreation Staff

Fairfax City Connected Care was developed as a partnership with Fairfax City Parks and Recreation Department, City of Fairfax Schools and Superintendent, and Fairfax City Human Services Department as a safe option for care for working families in need during FCPS's virtual learning. Staff will work to create a safe and clean learning and play environment for the children while assisting them with their virtual learning.

Safety is a word that you will hear often in this handbook, as that is our number one priority. During these uncertain times, we understand many things are changing on a daily basis and that can be very difficult for families. We are working our hardest to help the community in every way possible. We are offering this program to provide the families that are most in need and the goal is to ensure that we provide access to child care and virtual learning assistance for them.

Our program offers children the opportunity to engage in educational and recreational activities, while forming positive relationships with other children and staff. We strive to provide a program that will allow children to grow and develop intellectually, physically, culturally and socially. Children will have the benefit of learning from role models while spending quality time with their friends in a safe environment.

To ensure your children are safe and happy, we require all staff to complete two weeks of training before the start of the school year. Staff will be trained in areas such as child development, policies and procedures, emergency management, cleaning and OSHA standards, COVID related issues, CPR/First Aid/AED and more. We take pride in hiring and maintaining the best possible staff to care for your children. We have also implemented many policies and procedures you will read in this handbook that safeguard your children and our staff during the risk times of COVID-19.

We want you to know how much we always appreciate your feedback and communication is very important to us. We listen to your ideas, comments, and yes, even issues, and take them all into consideration to help us make our program better. We understand that our world is changing on a continuous basis and plan to make accommodations to best fit the needs of our program and community. Please review this Parent Handbook and let us know if you have any questions.

We look forward to safe, healthy and happy school year in our city!

~City of Fairfax Parks and Recreation Department Staff

CITY OF FAIRFAX PARKS AND RECREATION

FAIRFAX CITY CONNECTED CARE

PARENT HANDBOOK – 2020/21



FAIRFAX CITY CONNECTED CARE PROGRAM MISSION

The Fairfax City Connected Care strives to provide families with a safe and clean small group child care environment during FCPS virtual learning. Staff will assist with virtual learning and provide opportunities to engage in fun recreational activities. We encourage children to participate in experiences that aim to benefit them emotionally, physically and socially while developing relationships with staff and peers.

GOALS

1. Keep all children and staff safe, healthy and happy.
2. Assist children with FCPS virtual learning.
3. Help each child gain a deeper understanding and appreciation for their own skills and abilities.
4. Allow children to develop new skills and work towards improving his/her performance at a given task.
5. Promote a culture where children can feel comfortable and develop new and lasting friendships.

GENERAL INFORMATION

We hope that you understand and appreciate our policies, as they directly relate to the safety and well-being of your child. If you need any clarification on our policies, please do not hesitate to ask. We look forward to your cooperation in helping us provide a pleasant and safe experience for your child(ren).

This program is exempt from VA State Childcare Licensing by Code § 63.2-1715

PROGRAM DATES AND TIMES: TUESDAY-FRIDAY • 7:30AM–5:30PM (OPTIONAL MONDAYS-7:30AM-5:30PM)

BEGINS SEPTEMBER 8, 2020 AND WILL CONTINUE THROUGH THE SCHOOL YEAR FOR AS LONG AS DISTANCE

LEARNING CONTINUES AT FCPS

LOCATION: GREEN ACRES COMMUNITY CENTER • 4401 SIDEBURN ROAD, FAIRFAX, VA 22030

AGES: KINDERGARTEN - 6TH GRADE

MAIN OFFICE PHONE: 703-517-3855

EMAIL: connectedcare@fairfaxva.gov (each classroom will also have an email you will be given after assignment)

ELIGIBILITY

1. Children must be enrolled in Kindergarten- 6th Grade for the 2020-21 school year.
2. CITY of Fairfax Residence (address verification may be requested)
3. All parents/guardians living in the child's home must meet one or more of the criteria below or an equivalent combination:
 - Work 30+ hours a week
 - Attend school full time (at least 12 semester hours)
 - Attend a job training program 30+ hours a week
 - Be unable to assist their child with virtual learning due to a disability, language barrier or other.

*Families with adult essential works who are unable to work from home will be given priority.

Once families apply and are accepted into the program, staff will assist in setting up their registration and automatic payments on an online account on www.campdoc.com.

FEES

Fairfax City's goal is to ensure children will be able to have childcare and virtual learning assistance regardless of financial means. A fee will be charged automatically each month. Monthly fees are calculated by a per-day price and how many program days are in the month. Once accepted into the program, a staff member will assist in setting up the family's monthly payment plan. They will also help anyone in need of financial assistance. A valid credit card must be held on file to charge the fees.

REFUNDS

Children in the program will be required to come to the program every day, except in the case of illness. No refunds will be given for absences. If you are no longer in need of program, please give the staff a two week notice and you will not be charged for the following month. We will allow anyone to leave the program after the end of that month, but that will forfeit their place in the program if there is a waitlist.

TAX ID NUMBER:

For tax purposes and child care subsidies please use the following Tax ID number and address:

TAX ID: 54-600-1266

Address: City of Fairfax, 10455 Armstrong Street, Fairfax VA 22030

INFORMATION SESSION

Please join us! An information session will be held on Thursday, Sept. 4th (time to be determined by class placement). Families will have the opportunity to meet their child's staff, see the classroom, set up their 'area' and learn more about the schedule and routines for the day. This will help the first day of the program as smooth as possible. This is not mandatory, but highly recommended! If you are not able to make it at the assigned time, you can schedule an appointment to meet with staff at an alternate time.

STAFFING - STAFF RATIO: 1 staff: 5 children

The City of Fairfax Parks and Recreation Department takes tremendous pride in our well trained and experienced staff, as we feel this is the most important aspect to making our program the best. Your child's safety is our number one goal and we hire the most qualified staff who are interviewed, reference and background checked and thoroughly trained. The Connected Care has a Program Director who manages the child care, as well as a Program Admin. Each classroom of 8-10 children will have one Lead and one Aide. The program has certified personnel in Standard First Aid, CPR, and AED. In order to provide the best care for your child, all staff is required to attend trainings on subjects such as child development, diversity, positive disciplining, games, and leadership. They are also trained on proper cleaning procedures, COVID prevention and health and wellness checks.

MEET OUR LEADERSHIP TEAM

We are excited to introduce you to the members of our Leadership Team. Our mission is to partner with you and make certain that your children have the best possible child care experience!

Recreation Manager	Karen Lussier	Karen.lussier@fairfaxva.gov	571-271-6548
Community Programs Coordinator	Katie MacCammon	Katherine.maccammon@fairfaxva.gov	703-261-5405
Connected Care Program Director	Delaney Cherveney	connectedcare@fairfaxva.gov	703-517-3855
Connected Care Program Admin and Spanish Language Liaison	Laura Cespedes	connectedcare@fairfaxva.gov	703-887-5273

TYPICAL DAILY SCHEDULE *(subject to change)*

7:30-8:30am	Drop off/Sign in and Wellness Checks/Quiet Activity and Breakfast provided by FCPS
8:30-11:30am	Virtual Learning Assistance
11:30am-12:00pm	Stretch Break and Quick Physical Activity
12:00-12:30pm	Lunch Break in Classroom provided by FCPS
12:30-1:00pm	Gym, Playground, Field Time or Craft Rotation 1
1:00-1:30pm	Gym, Playground, Field Time or Craft Rotation 2
1:30-3:30pm	Virtual Learning Assistance
3:30-4:00pm	End of the day activity or game
4:00-5:30pm	Activities and Pick-up

VIRTUAL LEARNING ASSISTANCE and LAPTOPS

Staff will assist children with their virtual learning during the FCPS scheduled times. At the elementary level, students will receive real-time, interactive instruction Tuesday through Friday through FCPS. All children will have access to a laptop provided by Fairfax City Public Schools and Superintendent if needed. This laptop will remain on site. Headphones will also be provided for all children to be kept in their desk space. Children will also be able to bring their own laptop to the center each day if they choose.

Laptops will only be used for virtual learning. Staff will monitor children's activities on laptops to ensure attention is focused on schoolwork. When the children are not doing their virtual learning, they will not be permitted to use their laptops and will be given other recreational activities to do individually or in their small classroom groups. Staff reserve the right to have access to the information on the child's laptop and confiscate and report anything that is deemed inappropriate. Parents will be responsible for any damage incurred by their child to City or FCPS property.

Staff will monitor virtual learning but parents continue to play a role in ensuring their children are engaged in the learning process. Parents will be encouraged to contact the child's teachers with any questions or concerns about classroom lessons. Staff will assist and support students but students needing more focused support will be directed to the school for assistance beyond our center's ability.

Please sign the complete the "Consent to Exchange Confidential Student Information" form and return to your child's school. This way staff can be in good communication with your child's school and teacher.

<https://www.fcps.edu/sites/default/files/media/forms/se79a.pdf>

FORMS

PLEASE COMPLETE AND SUBMIT ALL HEALTH FORMS ONLINE NO LATER THAN SEPT 4th

All forms must be completed, including registration, the online health profile (on campdoc.com), and, if needed, medication forms, in order for your child(ren) to attend the child care program. For your child's safety, the staff must review the information prior to each child attending the program. Please ask at the Parks and Recreation Department if you have any questions on which forms you are required to fill out.

Children will not be allowed to attend child care until all forms are received by the Connected Care Staff.

All children must fill out the following **(all done at campdoc.com)**:

Required:

- 1. Participant Registration**
- 2. Participant Health Profile (includes Pick Up Authorization Form)**

If needed:

- 3. Medication Administration Form, Inhaler Authorization, EpiPen Authorization**
- 4. Special Needs Request Forms**

PROGRAM CHANGES AND MODIFICATIONS

Please note this program will be continuously monitored, modified and changed in accordance with:

- FCPS status: Fairfax City Connected Care will operate during the duration of FCPS virtual learning option. Program will no longer operate once 100% in person learning through FCPS takes place.
- Changes to health and wellness policies and procedures will be modified in accordance with from up to date information from the CDC, VA Governor's Office, Fairfax County Health Department and Fairfax City officials.

All changes to the program will be communicated to participants in a timely manner.

COVID-19 SAFETY PROTOCOLS

We are committed to maintaining the safest environment possible while providing virtual learning assistance and recreational activities. Our program environment, policies and procedures are set to ensure the safety and well-being of our staff, community, your family and, most importantly, the children we share. The following details those changes and is based upon guidance from:

-The Centers for Disease Control: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

-Commonwealth of Virginia Department of Social Services: <https://www.dss.virginia.gov/cc/covid-19.html>

-Fairfax County Department of Health: <https://www.fairfaxcounty.gov/health/fairfax-county-health-department>

-City of Fairfax Government Officials and Staff

We will review their recommendations as they are updated and communicate any changes.

DROP OFF AND PICK UP PROCEDURES

Drop-off Procedures (7:30-8:30am)

To limit the number of people entering the building, drop off will be handled outside as a 'kiss and ride'

- Please drive all the way down the driveway to the **gravel lot** at the end of the building—signs will be posted.
- Follow the instructions of the Fairfax Connected Care employee outside:
 - Sanitizer will be provided for your child to sanitize their hands.
 - Staff will administer the daily Wellness Check.
- Your child will be escorted to their class by staff.

Pick-Up Procedures (4:00-5:30pm)

- Child will wash hands before leaving the classroom.
- Upon arrival, staff will request identification outside the building. A staff member will escort your child outside.
 - NOTE: The staff will request identification for everyone who picks up a child, INCLUDING PARENTS/GUARDIANS. Please fill out the Pick-up Authorization Form portion on the Health Profile with all the people who are allowed to pick up your child. Your child will not be allowed to leave the program with anyone other than a parent or guardian, unless they are on the pick-up authorization list. REMEMBER, this is for your child's safety and your peace of mind.
- For your child's protection, we ask that you provide us with advance written notice for the following reasons:
 - If you are planning to pick up your child early, or
 - Authorizing someone to pick-up or drop off your child, other than yourself, and anyone listed on the pick-up authorization form, or
 - Notice of your child being absent

- If you arrive early to pick your child up to the program, please call or text the main office at 703-517-3855 and a staff member will bring your child out to you in the parking lot.

WELLNESS CHECKS

Children and staff will complete a wellness check upon arrival at Connected Care, to include a temperature reading and a health questionnaire. Any individual who does not pass this wellness check (temperature at or above 100.4 degrees Fahrenheit or showing any symptoms of COVID-19) will be sent home and asked to stay home until symptoms have cleared. Please keep your child home if they are sick.

CLASS GROUPS, CLASSROOM SETUP

Children will be placed in a class of 8-10 students of similar age/grade. Children will remain exclusively with their group throughout the day and will be separated from other classroom groups, even when outdoors. Social distancing will be maintained as much as possible within each class, and schedules will be staggered among classes to avoid groups mixing. The only shared space will include restrooms, gym and outside space/playground which each group will use at separate times. Lunch will take place within classrooms.

Within each classroom, each child will have their own desk space with their own individual program supplies, which will stay at the program. Desks are placed six feet apart from each other with open space in the middle of the classroom for activities. *Desks and chairs are provided by Fairfax City Public Schools and Superintendent.* All areas in the classroom will be cleaned on a regular basis and children will be asked to regularly clean their own desk and computer with the assistance of staff.

We recognize that social distancing is not an easy or natural thing for children. While staff will do their best to keep children distant, there will be times this is not realistic. Masks, handwashing, cleaning procedures and small group setting will all be enforced to help with these safety measures (please see other sections).

EQUIPMENT & SUPPLIES

Connected Care will provide children with basic supplies in their desk area that will include pencils, eraser, pencil sharpener, markers, glue, scissors, ect. These item will be kept at the child's desk and will be labeled and not shared. Other supplies will also be provided for specific crafts, games and activities during the time of children will not be doing virtual learning. Staff will discourage sharing of any equipment and supplies. If any items are shared staff will do their best to clean and sanitize all items before and after each use.

MASKS

All staff are required to wear a mask to Connected Care every day. Children will be strongly encouraged to wear their masks during the day.

HANDWASHING

Children and staff will be frequently required to wash their hands with soap and water for at least 20 seconds, including: upon arrival at the program, when entering the classroom, before meals or snacks, after sharing items, if they come in contact with another child or adult, after outside time, after going to the bathroom, and prior to leaving for home.

If soap and water are not readily available, an alcohol-based hand sanitizer with at least 60% alcohol will be used. Parents are asked to help reinforce this practice with children at home.

CLEANING AND SANITIZING THE CENTER

Staff will ensure regular cleaning protocols follow current CDC and State regulation requirements, which remain in place during the pandemic but the frequency of cleaning and level of detail will be increased to multiple times per day, while being careful with children in the near vicinity. The cleaning crew hired by the City of Fairfax will provide thorough evening cleaning service for the entire building as well as a daily porter service. Teachers will

be provided with cleaning supplies and logs to be checked off as tasks are completed. Office staff will do the same for office areas and common areas.

IF ILLNESS OR INJURY OCCUR

If a child becomes ill or injured while at the child care, we will separate the child and first attempt to contact the Parent/Guardian(s). If we cannot reach the Parent/Guardian, Emergency Contact #1 will be called immediately. If we are unable to reach Contact #1, then Contact #2 will be notified and so on until we are able to reach someone.

If a staff or child is sick, they are required to stay home. Children or staff may not be allowed to attend child care if the following symptoms or illness occur:

- fevers of 100.4 degrees Fahrenheit or higher
- Reoccurring vomiting or diarrhea
- Lice
- Contagious rashes
- Other illness on the Virginia Health and Department List of Current Communicable Diseases.

Please report exposure to COVID-19 or any communicable diseases promptly, i.e. Chicken Pox, Head Lice, Pink Eye, etc., to the Program Director. Refunds or credits are not given for missed days.

IN THE EVENT OF A POTENTIAL EXPOSURE TO COVID-19

Parents will be notified on the same day about any potential contact their children may have had with suspected or confirmed cases. Director and will work closely with the Department of Health and Human Services to respond to the event in a timely and appropriate manner. Please inform the center immediately if you or anyone you are in contact with is exposed or tested positive for COVID-19. Fairfax City Connected Care will immediately contact Fairfax County Health Department and follow their guidance.

GENERAL POLICIES AND PROCEDURES

ADA CONFORMANCE POLICY

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Fairfax will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. The City of Fairfax does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Upon request, the City of Fairfax will provide reasonable aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Fairfax programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

The City of Fairfax will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcomed in City of Fairfax offices, even where pets are generally prohibited.

The ADA does not require the City of Fairfax to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

The City of Fairfax will not place a surcharge on a particular individual with a disability or any group of individuals

with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

CHILDREN WITH SPECIAL NEEDS

The City of Fairfax Parks and Recreation Department accepts children with special needs in an integrated group setting, when it is determined that the child can best be served in that environment. A Special Needs Request Form is available upon request to be completed BEFORE the start the program. The more information provided to us about your child and the resources he or she needs, the more readily City of Fairfax Parks and Recreation staff will be able to meet those needs.

CANCELLATION, DELAY, OR EARLY DISMISSAL

If the program, is delayed or cancelled due to severe weather, power supply damage, or other unforeseen circumstances, you will be notified by telephone and email. It will also be posted on City of Fairfax Parks and Recreation Department website and City Facebook page. If child care must be dismissed early for any reason, all parents will be notified by phone and email immediately.

COMMUNICATION BETWEEN STAFF AND PARENTS

Communication between staff and parents is an essential part of the success and well-being of the children in the program. All classrooms will have a class email and will send regular communication via email to the parents. Staff will also have access to a cell phone that parents can contact at any time. This specific contact information will be given out after room and staff assignments.

- Please make sure to stay in continuous contact and update our staff on any important information.
- If you need to speak to a family speaks only Spanish please refer them to our staff who are fluent in Spanish and English to help translate.

ELECTRONICS & VALUABLE ITEMS

With the exception of a laptop for virtual learning, child(ren) are not allowed to have electronics (i.e. phones, ipads, etc.) or other expensive items to Connected Care. If you need to reach your child, please call the child care site phone. We are not responsible for lost, stolen or damaged items. Any item brought to Connected Care that is deemed inappropriate, or is used in an inappropriate manner, will be held by the staff and returned to the parent/guardian at the close of the day.

FCPS CALENDAR

Please note that during some FCPS holidays/days off, the program will not operate. Each month, you will receive a monthly calendar and you will only be charged for the days that the program is operational. You can find the school calendar on the FPCS website: cityoffairfaxschools.org > For Parents > Student Calendar
https://www.cityoffairfaxschools.org/apps/pages/index.jsp?uREC_ID=1662461&type=d&pREC_ID=1810788

HEAD LICE

Children who are suspected of head lice are required to stay home and can only return with the approval of a doctor. Please check your child's heads for this condition and if you do find any indication of head lice, it is mandatory that your child stay home from child care and see a doctor immediately. Staff may require a doctor's note for a child to return to the child care. For more information on how to detect head lice and what to do if you find anything please go to: www.cdc.gov/lice/head/parents

LATE PICK-UP

Parents must pick up their child at the designated between 4:00pm and no later than 5:30pm. The Parks and Recreation Department incurs additional expenses for all children that are picked up late.

- If for whatever reason, a parent/guardian is unable to pick up the child at the established end of the day on time, the parent should call the designated emergency contact to arrange pick up. If the person picking up your child is not on the authorized list on the Participant Information Card, please call the program to add this person.
- For each child that is picked up late, the parents will be automatically charged immediately. The fee structure is as follows;

Late Pick-up Fee:

<u> </u> 1-15 minutes late =\$20.00	<u> </u> 16-30 minutes late =\$40.00
<u> </u> 31-45 minutes late =\$60.00	<u> </u> 46-60 minutes late =\$80.00

The staff will attempt to contact the Parent/Guardian and in cases where parents or alternates cannot be reached, the police will be contacted for assistance and advice in locating parents. We will not leave any children unattended at the site. By state law, we are required to contact the police department if a child has not been picked up and the parents cannot be reached after one hour.

LOST AND FOUND

A lost and found area will be designated at program. The City of Fairfax Parks and Recreation Department will keep all lost and found items for one month. At this time, all lost and found items will be donated to a charitable organization. To help your child's items return home, don't forget to label everything clearly with your child's name!

LUNCH/SNACK

FCPS and the Superintendent will provide a bagged breakfast and lunch for EVERY child in the program. Children may also choose to bring their own non-perishable lunch and a drink to Connected Care daily, if they prefer. Please label all lunch bags, boxes and juice containers. It is recommended that all children bring lunches that have adequate nutritional value. Please do not send food that will spoil or food in glass containers.

Water bottle: Please also send your child with a water bottle every day. A water cooler will be available for refill of water bottles, but there will not be access to a water fountain.

**Please Note: Due to possible severe peanut allergies, parents may be asked not to pack their child(ren) food made with peanut products. Please list your children's allergies on their online health profile and staff will take appropriate precautions.*

MANDATED REPORTING

As required by Virginia state law, all child care staff are considered Mandated Reporters. Mandated Reporting laws require that professionals who deal with children report suspicious circumstances suggestive of child maltreatment to child protective services.

MEDICATION

We request that parents administer necessary medications to their children before or after program hours. However, we understand that some medications must occasionally be given while children are with us. If your child needs to take medication during child care hours, please follow these guidelines:

- Medication must be in the original, labeled container supplied by pharmacist. A separate letter from the physician may be required for EpiPens, inhalers and other medications including prescriptions.
- Include written instructions concerning the administration times and dosages.
- Leftover medication must be picked up by the end of the summer.

Parents must fill out the MEDICATION ADMINISTRATION FORM located in your online portal or request one from the Parks and Recreation Department. A separate form must be used for EpiPens and inhalers. Please speak with staff about medication and any special concerns.

NOTICES and COMMUNICATION

Notices will be handed out or emailed to your family on a weekly basis to inform parents of ongoing progress, updates and general information. Each Classroom Lead will have email and phone number that they can be contacted at any time throughout the day. This contact information will be sent after class assignments are given.

NON-DISCRIMINATION

The City of Fairfax Parks and Recreation Department accepts child registrations on a first come, first served basis and does not discriminate on the basis of race, gender, national origin, religious preference, age or disability.

SECURITY AND BUILDING ACCESS

The safety and security of our children is our highest priority. All building doors will be locked at all times. Security cameras are installed in entry, hallway and egress locations. Selected monitors in the office allow us to view activity on our private, secured server.

We communicate and coordinate continuously with Fairfax City Officials, including the Police Department, Fire Marshall and Office of Emergency Management to ensure that the building is as secure and safe as possible for all. The only other people allowed to have access to the building will be Main St. Child Development located on the opposite side of the building. There will be little to no interaction with anyone from outside the program.

SUNSCREEN/INSECT REPELLENT

We strongly suggest that a parent or guardian apply sunscreen (minimum SPF15) prior to the program each day as the children will go outdoors weather permitting. Children must provide their own sunscreen and should bring it with them to the program with their name written on it.

BEHAVIOR

All children are expected to behave in a proper and respectful manner. We will not tolerate any hitting, name calling, foul language, destruction of property or any other behavior deemed inappropriate by the staff. In accordance with the severity and frequency of the behavior, the Parks and Recreation Department reserves the right to dismiss any child from the program.

PROGRAM RULES

Children will be responsible to abide by ALL rules.

Children must:

- ◆ Remain in designated areas at all times
- ◆ Stay with their specified leaders at all times
- ◆ Not run in school halls, rooms, or building
- ◆ Use appropriate language at all times
- ◆ Be respectful to other children, staff, and facilities at all times
- ◆ Refrain from any horseplay and/or engaging in any dangerous activities
- ◆ Use laptop appropriately, focusing on schoolwork
- ◆ Only leave the program when they are signed out by a parent/guardian
- ◆ Not bring any weapons, projectiles, alcohol, drugs or illegal substances. Possession will result in immediate expulsion from all programs
- ◆ Abide by all rules and procedures added to the program

DISCIPLINE POLICY

Staff will focus on the prevention of negative behavior. We will praise the positive and attempt to discourage the negative, in an effort to bring out the best in every child. We believe discipline takes many forms and should vary according to age, individuality and the developmental level of each child. Concern is focused on the

action/behavior rather than the child. (example: We do not use statements such as "you are a bad boy/girl." Rather, "I do not like what you did"). Our staff will use positive guidance, redirection, continuous supervision, and set clear limits during disciplinary action.

ANTI-BULLYING POLICY

Bullying is when one or more people exclude, tease, taunt, gossip, physically harm, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, posting, and other less direct methods. This type of bullying can also lead to persons being hurt during or between the child care seasons and be especially hurtful when persons are targeted with "meanness" and exclusion.

At the City of Fairfax, bullying is inexcusable, and we have a firm policy against all types of bullying. Our program's philosophy is based on our mission statement which ensures that every child has the opportunity to develop new skills and work towards improving his/her performance at a given task; gain a deeper understanding of and appreciation for their own skills and abilities; encourage the development of leadership skills in children of all ages; and keep all children safe and happy. We work as a team to ensure that children gain self-confidence, make new friends, and go home with great memories.

Unfortunately, persons who are bullied may not have the same potential to get the most out of their program experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with the children so everyone will be comfortable alerting us to any problems. If your child comes home and tells you that he or she either is being bullied or has witnessed bullying, please communicate this to the staff. Every person has the right to expect to have the best possible experience at the program. By working together as a team to identify and manage bullying, we can help ensure that all children and staff are comfortable and happy.

FAIRFAX CITY CONNECTED CARE **Things to Remember Every Day!**

